

and DSAA Security Assistance directives and communications to the Unified and Specified Commands, the Military Departments, and the Military Assistance Advisory Groups, which have military operational implications, shall be coordinated with the Joint Chiefs of Staff. Conversely, all Joint Chiefs of Staff directives and communications to the Unified and Specified Commands or the Military Departments, which pertain to Security Assistance affairs, shall be coordinated with the ASD(ISA).

(b) Obtain such information, consistent with the policies and criteria of DoD Directive 5000.19,³ advice, and assistance from other DoD components as may be necessary for the performance of assigned functions and responsibilities.

(c) Exercise the redelegation of authority previously established.

§ 363.6 Relationships.

(a) In the performance of his functions, the Director, DSAA shall:

(1) Maintain appropriate liaison with other DoD components for the exchange of information on programs in the field of assigned responsibilities.

(2) Make use of established facilities and services in the DoD or other governmental agencies wherever practicable to achieve maximum efficiency and economy.

(3) Conduct activities involving financial management, fiscal matters, accounting, budgeting, statistical reporting, and the international balance of payments, in accordance with policies and procedures established by the Assistant Secretary of Defense (Comptroller).

(b) The Military Department and other DoD components shall provide support, within their respective fields of responsibility to the Director, DSAA, to assist in carrying out assigned responsibilities and functions of DSAA.

§ 363.7 Administration.

(a) The Director, DSAA, shall be appointed by the Secretary of Defense.

(b) The appointment of other personnel to the Agency will be subject to the approval of the Director, DSAA, and the ASD(ISA).

(c) DSAA will be authorized such personnel, facilities, funds, and other administrative support as the Secretary of Defense deems necessary.

(d) The Military Departments will assign military personnel to DSAA in accordance with approved authorizations and procedures for assignment to joint duty.

PART 364—WASHINGTON HEADQUARTERS SERVICES

Sec.

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APPENDIX A TO PART 364—DELEGATIONS OF AUTHORITY

AUTHORITY: 10 U.S.C. 131.

SOURCE: 56 FR 23802, May 24, 1991, unless otherwise noted. Redesignated at 58 FR 39360, July 22, 1993.

§ 364.1 Purpose.

Pursuant to the authority vested in the Secretary of Defense under title 10, United States Code, this part updates the mission, functions, responsibilities, relationships, and authorities of the WHS.

§ 364.2 Definitions.

(a) *DoD Components*. The Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Unified and Specified Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, and the DoD Field Activities.

(b) *National Capital Region (NCR)*. The geographic area located within the boundaries of the District of Columbia; Montgomery and Prince Georges Counties in the State of Maryland; Arlington, Fairfax, Loudoun, and Prince William Counties and the City of Alexandria in the Commonwealth of Virginia; and all cities and other units of government within the geographic areas of such District, Counties, and City.

(c) *Pentagon Reservation*. That area of land (consisting of approximately 280

§ 364.3

acres) and improvements thereon, located in Arlington, Virginia, on which the Pentagon Office Building, Federal Office Building #2, the Pentagon heating and sewage treatment plants, and other related facilities are located, including various areas designated for the parking of vehicles.

§ 364.3 Mission.

The WHS shall provide administrative and operational support to specified activities in the NCR and elsewhere as required.

§ 364.4 Organization and management.

(a) The WHS is established as a Field Activity of the Department of Defense. It shall consist of a Director and such subordinate organizational elements as are established by the Director within resources authorized by the Secretary of Defense.

(b) The Director of Administration and Management, Office of the Secretary of Defense (DA&M, OSD), also shall serve as the Director, WHS.

§ 364.5 Functions and responsibilities.

The Director, Washington Headquarters Services, shall:

(a) Organize, direct, and manage the WHS and all resources assigned to the WHS.

(b) Provide administrative support to the OSD and those Defense Agencies, DoD Field Activities, and specified activities that do not have an internal administrative support capability. This support shall include all or part of the following:

- (1) Budget and accounting.
- (2) Civilian and military personnel management.
- (3) Office services.
- (4) Personnel and information security.
- (5) Correspondence, cables, Directives, and records management.
- (6) Travel.
- (7) Other miscellaneous administrative support, as required.

(c) Administer information and data systems in support of the OSD decision and policymaking processes. This involves management information collection and reports preparation in areas including, but not limited to, procure-

ment, logistics, manpower, and economics.

(d) Manage the DoD reports and forms programs.

(e) Manage the information technology support program for the OSD and other assigned DoD activities. Develop information management strategies and programs; assist organizational components in developing program proposals, plans, and budgets for automated information systems (AIS) and in acquiring AIS equipment; and provide or arrange for AIS technical assistance and maintenance support.

(f) Develop records management policy and provide appropriate guidance to DoD Components.

(g) Manage the Pentagon Reservation; DoD-occupied, General Services Administration-controlled administrative space in the NCR; and associated support services. This shall include responsibility for:

- (1) Real property and building management.
- (2) Administrative space management and assignment.
- (3) Law enforcement and physical security.
- (4) Maintenance, repair, alteration, and renovation.
- (5) Design and construction on DoD-controlled property.
- (6) Graphics, concessions, custodial care, and other support services.
- (7) Contracting for the above, as required.
- (8) Manage activities in support of the responsibilities of the Secretary of Defense for the Federal Voting Assistance Program.

§ 364.6 Relationships.

For the performance of assigned functions, the Director, WHS, shall:

(a) Coordinate and exchange information and advice with elements of the OSD and other DoD Components having collateral or related responsibilities.

(b) Make use of established facilities and services in the Department of Defense and other Government Agencies, whenever practical, to avoid duplication and achieve maximum efficiency and economy.

(c) Consult and coordinate with other governmental and nongovernmental